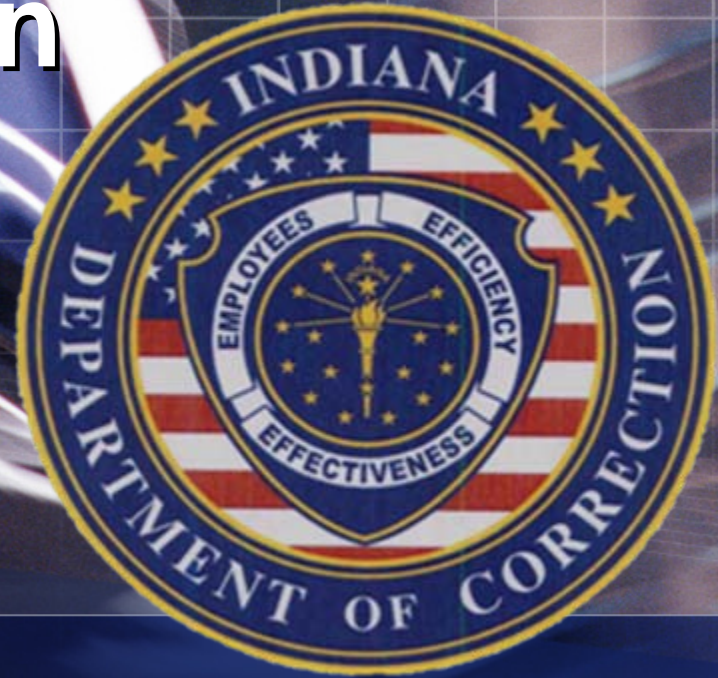


The Indiana Department of Correction

presents



New Employee Orientation: Benefits

Performance Objectives

1. Identify the types of leave an employee earns each year.
2. Identify the types of investment options available to IDOC employees.
3. Recognize opportunities that are available through the Emergency Response Operations Division.

Employee Benefits

Employees of the Indiana Department of Correction are entitled to many benefits besides their pay. The following slides are an overview of the main benefits you will receive.



Vacation Leave

- Up to 90 hours earned per year.
- Bonus vacation leave after 5, 10 and 20 years of service.



Sick Leave

- Up to 67.5 hours earned per year.



Personal Leave

- Up to 22.5 hours earned per year.



Holidays

- Twelve (12) paid holidays a year.



Other Paid Leaves

- Funeral Leave, Jury Duty Leave, and Military Leave.



Family and Medical Leave

- Up to 12 weeks of unpaid leave per year for family care, personal care, adoption, or childbirth.



Community Service Leave

Promotes the direct involvement of State employees in public services in their communities through volunteer efforts.

Insurance For You And Your Family

Several health insurance options are available including Traditional Health Plans, Health Maintenance Organizations (HMO's), and High Deductible Health Plans (HDHP).



Dental

- Dental plans are available for Indiana Department of Correction employees.



Vision

- Vision plan is available for state employees and their families.



Life Insurance

- Group term insurance is available up to 150% of salary.
- Supplemental plans are available as well as dependent life coverage.

Short/Long Term Disability Benefits

The state shares the cost for your participation in the disability plan.

Retirement Plans – Planning For Your Future

Public Employees Retirement Fund

Individual accounts are maintained for each employee. Multiple investment options are available.

Deferred Compensation

Investment options that allow salary deferment for retirement purposes. The State will match up to \$15.00 dollars per pay period.



ADDITIONAL BENEFITS

Automatic Deposit

- Direct deposit of payroll checks.



Employee Assistance Services For You (Easy)

Provides employees and family members support during difficult times, either directly by phone or by referral to resources in the community.

I.S.U.

- Earn 6 Credit Hours From Indiana State University upon completion of the entire Preservice Academy.



Indiana State
University

More. From day one.

VA Benefits

You may be eligible for benefits if you are a Veteran of any branch of the military. This information will be discussed during the Preservice Academy.

Tuition Reimbursement

Up to 75% reimbursement for college courses (up to 6 credit hours a semester). Total reimbursement will not exceed \$2,200 per fiscal year. See Human Resource staff for additional information.

Pay For Performance

- An employee who meets standards on their annual Performance Appraisal will earn a 4% raise.
- An employee who exceeds standards on their annual Performance Appraisal will earn a 10% raise.

Cash Spot Bonus

- Get caught going above and beyond what is expected and you could be rewarded with a Cash Spot Bonus from \$100.00 to \$1,000.00.
- You could be eligible for one of these awards as quickly as 6 months after being hired.

Career Opportunities

Each facility is like its own little city.
DOC provides careers in custody,
education, investigation, fire safety,
maintenance, religious services,
psych services, substance abuse,
recreation, medical services, and
many more!

Emergency Response Operations (E.R.O.)



Emergency Response Operations

Indiana Department of Correction would like to invite you to join the Emergency Response Operations Team (ERO) and take your corrections career to the next level. By joining ERO, you will gain a sense of pride, accomplishment and respect knowing that your fellow employees are counting on you.

We have outstanding teams who have been used in emergency situations within the Department and throughout the State. You have the opportunity to make Indiana prisons safer for staff and offenders, in addition to ensuring the safety of public and communities surrounding our facilities.

Join us today!

Who is ERO?

K-9 Units

Supplemental staff involved in emergency control, search, apprehension and contraband control within the Department. K-9 units are utilized along with outside agencies for missing persons, searches of schools and demonstrations throughout the state.



Who is ERO?

E-Squad

Emergency Squad:

Specially trained staff prepared to act in an emergency under stressful circumstances and conditions. E-Squad helps control situations that begin suddenly and spread rapidly. They help regain order before damage to property and injury to staff and offenders can occur.

Who is ERO?

SERT

Special Emergency Response Team:

Specially trained and equipped personnel with the expertise in entry tactics, precision weapons, hostage rescue, and high security transportation. These teams were developed to help and assist other Emergency Control Units.



Who is ERO?

SITCON

Situation Control:

Specially trained teams based at facilities to conduct negotiations during hostage situations or those situations requiring the use of negotiation skills.

Who is ERO?

Critical Incident Stress Management:

Staff who provide assistance to employees involved in a critical incident at work. CISM team members provide staff a forum for discussing repressed emotions resulting from their involvement in a situation and provide education in these matters.

E.R.O.

Bonus

Upon completion of the eligibility requirements, DOC Special Squadron employees will receive the following bonus:

- 6 months service \$500
- 12 months service \$500
- 2 to 4 years service \$1,000
- 5+ years service \$1,500

The Indiana Department of
Correction is looking forward to
providing you with a career that
is right for you!



**measure
& up!
follow
up!**

You have now completed *New Employee Orientation: Benefits* module.

Please advance to the next module.

